



December 14, 2005

**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
UPPER CAMELBACK WASH (UCW) AND
UCW MULTI-USE PATH**

The City of Scottsdale is accepting proposals from qualified firms (Engineer) for Engineering Services consisting of the design of improvement for the Upper Camelback Wash drainage improvements and UCW Multi-Use Path from 92nd Street to Cactus Road. Generally, this project will produce construction documents for several drainage basins, channel improvements, and multi-use path construction, see Exhibit A.

BACKGROUND

The City of Scottsdale has completed the initial study of the 100-year floodplain along the Upper Camelback Wash (UCW) corridor. The study area extends from 92nd Street/Shea Boulevard to north of Sweetwater Avenue. The purpose of this study was to determine the structures, such as homes and businesses, that fall within the 100-year floodplain and propose improvements to eliminate or mitigate the flood hazard. As a result of this study, the City of Scottsdale is proposing to make channel improvements in the Upper Camelback Wash (UCW) and to add several 5 to 8 feet deep drainage basins. In addition, the design of the multi-use path from 92nd Street to Cactus Road will also be required.

To this end, the City is seeking the services of an engineering firm for the preparation of design plans, specifications, cost estimates and contract documents for the construction of the Upper Camelback Wash drainage improvements and UCW Multi-Use Path from 92nd Street to Cactus Road. The project will be constructed in two phases: North and south of Cactus Road.

ABBREVIATED SCOPE OF WORK

This abbreviated scope of work should not be construed as being final and comprehensive. A final Scope of Work will be prepared prior to contract negotiations with the highest ranked firm.

The selected firm will be required to perform or provide the following services:

1. Compile and evaluate existing information including but not limited to as-builts and utility maps for the project.

2. Perform all necessary field survey work to prepare the preliminary designs, legal descriptions, engineering plans and specifications for the project.
3. Perform and submit all necessary hydraulic calculations for the proposed improvements.
4. Prepare landscaping plans.
5. Prepare and submit the design reports and construction plans.
6. Insure that all of the necessary right-of-way easements and other conveyances are prepared or in place.
7. Coordinate the development of the plans with utility companies in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
8. Coordinate the development of the plans with other governmental and non-governmental agencies.
9. Coordinate review and approval of the plans with City of Scottsdale staff.
10. Prepare supporting contract documents, special provisions, engineers estimate, assist with preparation of bid documents, and assist in bidding of the project, including responding to bidders questions.
11. Attend all meetings related to the project as required by City staff, including but not limited to bi-weekly design meetings, public meetings, Development Review Board meetings and City Council meetings.

DELIVERABLES

The selected firm will be required to perform or provide the following services:

Preliminary Design Phase (30% plans)

1. The Engineer will compile and evaluate all existing data including plans, utility maps, aerial photos, as-builts and City Standards relevant to the project.
2. The Engineer will perform all necessary field survey work to prepare the engineering plans and specifications for the project, which may include but not limited to topographical survey, geotechnical survey, archeological survey, and native plant inventory.
3. The Engineer will examine the impacts of the improvements and prepare the preliminary design to confirm the feasibility of the project. The preliminary design will identify critical issues including but not limited to: environmental impacts, right-of-way, traffic control, utilities, native plants and landscaping, pavement replacement, wash crossings, 404 determination and public communication.

4. The Engineer will prepare a cost estimate.
5. The Engineer will submit a preliminary basis of design report and 30% plans to the City of Scottsdale Capital Project Management for review and approval. The reviewed plans will form the basis of the Design and Construction Document Phase.

Design and Construction Document Phase– (60%, 90%, 100% & final plans)

1. The Engineer will review and evaluate all existing data including plans, utility maps, aerial photos, as-builts and City Standards relevant to the project
2. The Engineer will prepare all necessary legal descriptions.
3. The Engineer will prepare the necessary design and cost estimates for all infrastructure required for the project elements.
4. The Engineer will insure that all of the necessary right-of-way easements and other conveyances are in place.
5. The Engineer will coordinate the development of final plans with utility companies and municipal providers in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide.
6. The Engineer will coordinate the review, approval and obtain Certificate of Approval to Construct from the governmental agencies having jurisdiction over this project
7. The Engineer will coordinate the review and approval of final plans with City of Scottsdale Departments. An in-house review team consisting of CPM, Water Resources, and Quality Compliance will review all submittals.
8. The Engineer will prepare a basis of design report, contract documents, special provisions, engineers estimate, assist with the preparation of bid documents, and assist in bidding of the project. Utilize local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances).
9. The Engineer will attend all meetings related to these projects as required by City staff, including but not limited to bi-weekly design meetings, public meetings, and City Council meetings. Prepare presentation materials as necessary for public meetings and City Council meetings.

PRE-PROPOSAL MEETING

A Pre-proposal meeting is scheduled in the Planning Systems Conference Room #1-3, located at 7447 E. Indian School Road, Suite 105. The conference will be conducted on **Wednesday, December 28, 2005 at 11:0 am**. Attendance will be limited to no more than two representatives per firm. It is NOT mandatory that your firm attends the Pre-Proposal Meeting.

SUBMITTAL REQUIREMENTS

Reply to this request with five (5) copies of your response. Limit your submittal to ten (10) 8 ½” x 11” pages (text on one side only). A cover letter will not be considered as one of the ten-page limitation. Submittals that exceed the ten-page limitation will not be considered. Please address the following:

1. List the name of the firm, address, contact person, and phone number.
2. Firm's Capabilities – Briefly describe three similar projects, which your firm has completed in the past three years. Please describe specific experience in the design of pump stations and transmission mains. List the members of each project team and the role played by each member. Please provide references for each project.
3. Project Features – Identify and discuss at least three significant project features, which you perceive will influence the design and implementation of the project outlined above.
4. Project Approach – Incorporating the project features identified in Item 3 above, discuss the various strategies you would employ during the design phase of this project to mitigate anticipated design and construction problems. Describe some constructability issues and measures your firm would recommend for the projects, specifically as they apply to working in an established area such as the downtown.
5. Project Schedule – Provide a graphic project schedule that identifies significant issues/tasks, relationships between tasks and time frames required to address the completion of the project.
6. Local Knowledge – Identify your firm's familiarity with the project elements and the project area. Identify your firm's familiarity with the City of Scottsdale's procedures and issues in order to successfully design this project.
7. Active Contracts – List your projects currently under contract with the City of Scottsdale where your firm is the prime consultant. Please list the remaining contract amount (defined as the difference between the contract award amount and the sum of the current billings). The following criteria will be used in the evaluation process for this requirement.

Total remaining contract \$ amounts:

\$0 to \$ 100,000	5 Points
\$100,000 to \$500,000	4 Points
\$500,000 to \$ 1,000,000	3 Points
Over \$1,000,000	2 Points

EVALUATION CRITERIA

Evaluation of the submittals will be based on the following:

- * Firm's Capabilities – experience with similar projects (0-20 points)
- * Project Features – identification of significant design and construction issues (0-25 points)
- * Project Approach (0-25 points)
- * Project Schedule (0 - 5 points)
- * Local Knowledge (0-10 points)
- * Active Contracts with the City of Scottsdale (2 - 5 points)
- * Overall evaluation of firm/team and its perceived ability to provide the required services. This is to be determined by selection panel members. No submittal response is required. (0-10 points)

SELECTION PROCESS

Selection of firms who submit proposals for this engineering services contract will be made through an evaluation process based on the written proposals submitted and the above Evaluation Criteria.

INDEMNIFICATION & INSURANCE REQUIREMENTS

The City of Scottsdale requires the selected team execute an Engineering Services Contract. The City has the basic format of this contract on our web site:

<http://www.scottsdaleaz.gov/capitalprojects/PDF/eng10.pdf>.

The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to sign Scottsdale's Standard Engineering Services Contract. Questions shall be addressed prior to submittal in writing.

For firms submitting proposals, the City requires a statement in the proposal that the firms have read and understood all the elements laid out in the Engineering Services Contract.

INTERVIEW PHASE REQUIREMENTS

Interviews may be required of the shortlisted teams, but the City of Scottsdale reserves the right to make final selection based solely on the abovementioned evaluation criteria and written proposals.

SUBMITTAL TIME AND PLACE

Responses to this request must be received at the City of Scottsdale's Capital Project Management Division **no later than 2:00 pm on Thursday, January 12, 2006**. The City reserves the right to cancel or modify this Request for Proposal at any time.

Address responses to: Vivek Galav, P.E.
Project Manager
7447 E. Indian School Rd., Suite 205
Scottsdale, AZ 85251
Phone: 480-312-7245
Email: vgalav@scottsdaleaz.gov

GENERAL INFORMATION

1. City Website – This Request for Qualifications will be posted on the city's website. The address is <http://www.scottsdaleaz.gov/capitalprojects/RFQ.asp>
2. Instructions – The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.
3. City Rights – The City of Scottsdale reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Request for Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.
4. Release of Project Information – The City of Scottsdale shall coordinate the release of all public information concerning the project, including selection announcements and contract awards firms desiring to release information to the public must receive prior written approval from the City.
5. Contact with City Employees – All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified above.



**NORTH
SWEETWATER
BASIN**

**LARKSPUR
BASIN**

**CHOLLA
BASIN 2**

**CHOLLA
BASIN 1**

**CHOLLA
BASIN 3**

LEGEND

- EXISTING CHANNEL
- PROPOSED CHANNEL IMPROVEMENTS



**Upper
Camelback Wash
Watershed**

Exhibit "A"



CITY OF SCOTTSDALE

December 28, 2005

Addendum No. 1

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR UPPER CAMELBACK WASH (UCW) AND UCW MULTI-USE PATH

PROJECT No. F0203

Revising Item 2 (page 4) of Submittal Requirements to read as follows:

Firm's Capabilities - Briefly describe three similar projects, which your firm has completed in the past three years. List the members of each project team and the role played by each member. Please provide references for each project.